



Dear Valued Supplier:

OUC is working to streamline the Procure to Pay (P2P) process and make it easier for you to do business with us. As part of these efforts, OUC has partnered with Vendorlink, a free Internet portal that allows suppliers to declare their interest in doing business with OUC.

Vendorlink will match registered suppliers with OUC solicitations and automatically notify them of the bid requirements. OUC will use Vendorlink as one form of posting our solicitation packages. Not all bids will be posted on this site, so we encourage all suppliers to continue to check with their primary contact at OUC as well as keep Vendorlink updated with correct contact information and commodity codes for specialized solicitations.

You may log in to your existing Vendorlink account or register with Vendorlink using the links below. There is no registration fee for OUC suppliers. To ensure you register without incurring a fee, when reaching the "Agencies Tab" within the registration process, please check the box on the bottom of the screen that allows you to "Select ONLY free agencies". After selecting this option, please select Orlando Utilities Commission under the drop-down menu of the state of Florida, Orange County.

Registration: <https://www.myvendorlink.com/common/register.aspx>

Log in: <https://www.myvendorlink.com/common/login.aspx>

Homepage: <https://www.myvendorlink.com>

After completing your registration, please take a moment to review your profile information to ensure bid packages are delivered promptly.

In addition to the Vendorlink solution, OUC is working to automate the approval process for supplier payments by this March. To facilitate this implementation and ensure prompt payment, all suppliers are asked to confirm that the correct Purchase Order numbers are included on their invoices. Any invoices received without critical information, such as the Purchase Order number, will be returned for correction and your payment may be delayed.

We are excited about these changes and look forward to continuing to enhance our supplier relationships through these new P2P processes. If you have any questions regarding these initiatives, please contact OUC Purchasing at 407-434-4048. If you have any questions specific to Vendorlink, please contact them at 1-800-510-4452 or by email at support@evendorlink.com.

Warm Regards,

Mindy Willis
Director of Financial Services